

# How to start a menopause conversation with your manager

It can still feel embarrassing talking about menopause at work. But every time we have a confident conversation at work about menopause, we're taking a step towards normalising the topic.



# Here are some top tips on how to talk to your manager

### 1. Prepare what you're going to say

Write down a few ideas if it helps and maybe even rehearse it with a close friend or partner.

### 2. Book a suitable time

It's best to try and get a private room if you're in the office. Ensure that you have adequate time booked so that you don't feel rushed.

# **3.** Keep a diary of your symptoms

Jot down how they're affecting you both physically and mentally. Try and mention specific examples wherever possible. Think through any practical and reasonable adjustments that would help manage your symptoms e.g. some time off while you seek treatment or better temperature control.

# 4. Be clear and don't feel embarrassed to open up

Explain what is happening, the situation and how it is affecting your work.

### **5.** Offer a solution

Make suggestions on what would help manage your symptoms at work. Perhaps night sweats are stopping you sleeping so you could do with a later start time. Maybe your hot flushes are made worse by the heating, so suggest sitting next to a window or air conditioning.

# 6. Follow up

You may not receive an immediate answer. Give your boss time to digest what you've said and suggest a time to have a follow-up meeting to talk about next steps.

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If you need further advice and support around talking to your manager in confidence, or managing your symptoms, speak with a Peppy practitioner via the menopause service on your Peppy app.



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